

# MIRS BULLETIN

**October 2000**

## New transactional historical leave file is ready to use!

The new Transactional Historical Leave file, THLAS, is now ready to use. The THLAS file contains all leave transactional history that occurred at your department for the previous 13 leave periods--this includes leave data for employees who have separated or transferred from your department.

Most of the leave data on the California Leave Accounting System (CLAS) B16 screen is included in THLAS; however, to make the file easier to use, voided transactions have not been included. To enhance your MIRS reports, the following fields, which are not on the B16 screen, are included in THLAS: time base, collective bargaining codes, and leave transaction code data.



- ♦ New Transactional Historical Leave File is Here!
- ♦ Old CSLEAVE File will be DELETED December 29, 2000
- ♦ Check out the New Common Library Reports

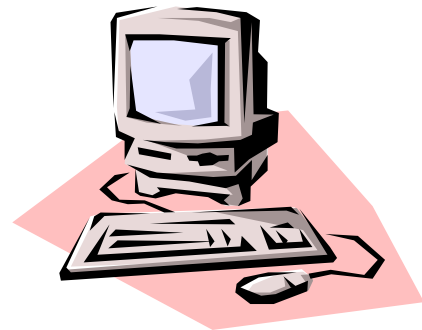
The new THLAS file is easy to use and should not require special training. The THLAS Master File Description (MFD), Data Element Dictionary (DED), Common Library Package and Update Schedule are included in this package. Please contact a MIRS Consultant if you have questions regarding this material.

## CSLEAVE WILL BE DELETED!

The anticipated deletion date of the original leave file, CSLEAVE, is December 29, 2000. To help you prepare for this deletion, please review and consider consequences to reports such as:

- ♦ All remaining CSLEAVE reports in your libraries need to be reviewed for modification. Use the MIRS "search" function to find these reports.
- ♦ Like the CLAS B16 screen, THLAS does not include Begin Balances and End Balances. Because Common Library reports LEAVE002 and LEAVE005 contain these fields, they were not modified for the THLAS file and will no longer be available after December 29, 2000.
- ♦ If you have copied Common Library report LEAVE004, you need to modify it for the THLAS file.

## Just the facts . . .



- Consistent with existing MIRS files, THLAS is updated on a weekly basis. The MIRS Update Schedule has been revised to include the THLAS updates.
- With minor exception, THLAS mirrors data displayed on the CLAS B16 Screen. If you have any leave data questions and are not familiar with the CLAS B16 Screen, consult your Personnel Office for assistance.
- The differences between THLAS and the CLAS B16 Screen are:

THLAS FILE	CLAS B16 SCREEN
Leave history for your department only.	Leave history for your department and previous departments.
Does not include voided transactions.	Includes voided transactions.
Includes leave history for employees who have transferred from your department. Employee's FULL_NAME will display "EMPLOYEE TRANSFERRED".	You do not have access to leave history of employees who transfer out of your department.
Includes leave history for previous 13 leave periods only. (See Update Schedule)	Includes all leave periods for a benefit.

- Review the new Common Library Report, LEAVE010, for information on using the new FOCUS command Distinct Operator (DST.) to correctly count SSN's in your THLAS reports.
- To include the "data as of" date for the THLAS file, use the new system variables &&THDATADT and &&THDATADT1.

## CHECK OUT THE NEW COMMON LIBRARY LEAVE REPORTS

Three new leave reports using the THLAS file have been added to the Common Library. You can find examples of the report output in your new Common Library Package and on the MIRS WEB site: [www.sco.ca.gov/ppsd/mirs/mirs.htm](http://www.sco.ca.gov/ppsd/mirs/mirs.htm).

LEAVE009 - Provides the total number of CTO hours worked, and the total overtime hours worked and paid for a specified pay period.

LEAVE010 - Provides the count of employees who used sick leave, and the total amount of sick leave hours used in a specified pay period.

LEAVE011 - Provides the number of hours worked and used, and the average number of employees for one calendar year for CalOSHA.

As with all Common Library reports, these reports can be copied into your departmental library and modified to meet your department needs. Be sure to read the report descriptions and instructions at the top of each report before executing the reports.